

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 April 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 18, Week of 23 - 29 April 1957

1. Numbers in Clerical Induction Training. During the week of 23 April there were people in Clerical Induction Training.

2. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 23 April were as follows:

	Tested	Qualified	25X1
Shorthand	<input type="text"/>		
Typewriting			

3. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 29 April were as follows:

	Tested	Qualified	25X1
Shorthand	<input type="text"/>		25X1
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4. Clerical Refresher #68 Begins. Clerical Refresher #68 began on Monday, 22 April with students enrolled from the following Agency components: DDP, DDS, DDI, DCI, 25X1

5. Chief, Clerical Orientation Training, Working on Special Secretarial Workshop. Chief, Clerical Orientation Training, is working on a special Secretarial Workshop to be conducted at on 20 and 21 May 1957. 25X1

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